



SC-PAY GRADE 5

LIBRARY ASSISTANT I

DUTIES AND FEATURES OF THE CLASS:

The employee in this class performs semi-technical tasks including a wide variety of clerical and customer service duties related to library work. This work is reviewed by a supervisor. Personnel in this class must be willing to work evenings, holidays, and weekends (including Sundays) as the library schedule may require.

EXAMPLES OF WORK:

Performs circulation desk duties; assists customers in online catalog and internet searches/requests; assists various county owned libraries; downloads and distributes overdue notices; issues library cards; assists in preparation of publicity materials and displays; compiles statistical data; prepares purchase orders; provides clerical support services; attends meetings and workshops as required; drives the bookmobile or delivery van; may conduct programs for children and adults; performs related work as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to key in data with accuracy; knowledge of modern clerical practices and procedures; ability to operate a computer; ability to troubleshoot basic computer issues; knowledge of Internet search processes; ability to evaluate websites; willingness to learn professional library techniques; ability to establish and maintain effective working relationships; possession of tact and courtesy.

QUALIFICATIONS:

Minimum HS Diploma or GED, including or supplemented by coursework in basic computer skills; some clerical library experience is desirable; possession of a Class B driver's license and the ability to pass the Commercial Driver's License Exam; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

Revised 9/2011